



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 16.38-BA

Subject: Supervision of Dependent and Neglected and Unruly Children in Custody/Guardianship

Supersedes: DCS 14.2, 09/01/01

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): Yes

Approved by:

Effective date: 02/01/01

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Application

To All Department of Children's Services Case Managers.

Authority: TCA 37-5-106, 37-5-112; 37-1-130; 37-2-403

Policy

Each child in an out-of-home placement, adoptive placement, or at home for a trial home visit prior to release shall be visited and seen face-to-face on a regular basis by the DCS Case Manager. When reunification is a child's sole permanency goal or when reunification is a concurrent goal, the DCS Case Manager shall visit the child's parents face-to-face on a regular basis and make regular home visits to the parents' home. The Case Manager shall also be responsible for making regular visits to contract agencies providing residential services for children and to family foster homes providing care for children.

Procedures

A. Face-to-face visits with children in DCS family foster homes or other DCS residential facilities

1. All visits with children shall include a private meeting between the Case Manager and the child out of the presence of the foster parents or other caretaker, except for those cases in which the child is an infant (2 years of age and under).
2. Face-to-face visits shall be made as frequently as is necessary to:

- a) Assure the child's adjustment to the placement,
 - b) Ensure the child is receiving appropriate treatment and services, and
 - c) Determine that the child's needs are being met and service goals are being implemented.
3. Following a child's initial intake into foster care and placement in a DCS family foster home, the Case Manager shall conduct face-to-face visits with the child no fewer than six (6) times during the first eight (8) weeks the child is in care.
 4. During the second eight (8) weeks that a child is in care, the child shall be visited and seen face-to-face no less frequently than once every two (2) weeks.
 5. Following the initial sixteen (16) weeks of care, there shall be no fewer than two (2) face-to-face visits with the child each month.
 6. If a child moves to a new DCS placement at any time following his/her initial placement, the child shall be visited as if he/she were just entering care and shall be visited and seen face-to-face:
 - a) Six (6) times during the first eight (8) weeks of the new placement,
 - b) Once every two weeks for the second eight (8) weeks, and
 - c) Not less than two (2) times per month thereafter.
 7. The Case Manager shall have face-to-face contacts with the foster parents or agency staff as often as necessary, but no less than once each month.

B. Face-to-face visits and other required contacts when children are placed in a family foster home or facility operated by an agency other than DCS

1. The Case Manager shall visit each child in a family foster home or facility operated by an agency other than DCS as frequently as necessary to:
 - a) Assure the child's adjustment to the placement,
 - b) Ensure the child is receiving appropriate treatment and services, and
 - c) Determine that the child's needs are being met and service goals are being implemented.

2. The Case Manager shall have no less than one (1) face-to-face visit with the child each month.
3. The Case Manager shall have a face- to-face visit with the foster parents as often as necessary but no less often than once each three (3) months.
4. The private contract agency case worker shall accompany the DCS Case Manager to the foster parent visits at least once each three (3) months in order to have substantial discussions with each other, the foster parents or other caretaker and the child, if age appropriate.
5. The Case Manager must make at least one (1) contact with the agency caseworker each month to obtain information regarding the child's progress.

C. Face-to-face visits with children when the child remains in DCS legal custody but is placed at home

1. Children returned to their parent(s) or other caretaker with whom they were residing prior to being placed in custody shall be visited as described in section A.1 through A.5 above, if they are not receiving support from a continuum provider.
2. Children residing at home with their parent(s) or other caretaker with whom they were residing prior to being placed in custody shall be visited and seen as described in section B. 2 above, if the child and family are receiving services from a continuum provider.
3. In addition to the monthly face-to-face visit required in B.2, the Case Manager must make at least one (1) contact with the continuum agency caseworker each month to obtain information regarding the child's progress.

D. Parent face-to-face visits and home visits

1. Parents of children who have return to parent as a sole permanency goal or as a concurrent permanency goal shall be visited face-to-face by the Case Manager as often as is needed, but no less often than once each month, to monitor the parents' progress toward completion of permanency plan goals.
2. If the child has a sole or concurrent permanency goal of return to parent, the Case Manager shall make a home visit to the parents home during the first thirty (30) days

following a child's removal from the home and then no less often than once each three (3) months thereafter.

E. Children on runaway status or children kidnapped

1. For children on runaway status or who have been kidnapped, the Case Manager must make all reasonable efforts to locate the child/youth.
2. All other procedures regarding children on runaway status shall be followed as outlined in DCS policy [31.2, Program Operations Responsibilities Regarding Runaways and Escapees](#).
3. Supervisors shall staff all runaway cases or children kidnapped with Case Managers as necessary to determine what action is needed.

F. General guidelines for face-to-face visits

1. Face-to-face visits with children shall be made through a mix of home, school, community, and office visits and must be consistent with the child's safety needs. In most cases visits with children at school should be associated with prescheduled meetings. School should not be a common visitation environment.
2. If a child is in an out-of-home placement, a visit in which the Case Manager sees both the child and foster parent/agency staff satisfies the Case Manager's visitation requirement for each.
3. If a child is placed in his/her home, a visit in which the Case Manager sees both the child and parent satisfies the Case Managers' visitation requirement for each. The Case Manager must visit and talk with the child apart from the parent.
4. An unsuccessful visit (no one is home) does not satisfy the requirement for contact.
5. If a Case Manager is concerned for his/her safety in making a home visit, the supervisor must be consulted. The supervisor must develop a plan with the Case Manager to increase the Case Manager's safety in completing the home visit. The plan may include the option of having someone (law enforcement, CASA, GAL, agreed upon relative or friend of the family) accompanying the Case Manager.

**G. Documentation
of supervision of
children**

1. All case contacts and activities described in this policy shall be documented in TN Kids case recordings, in compliance with DCS Policy [31.14, Case Recordings for Foster Care, Adoption Services and Juvenile Justice Cases](#).
2. When selecting the contact type in TN Kids for a face-to-face visit between the Case Manager and the child, "*Child Interview*" must be one of the contact types chosen from the drop down box.
3. When selecting the contact type in TN Kids for a face-to-face visit between the Case Manager and the child's parent, "*Parent Interview*" must be one of the contact types chosen from the drop down box.
4. Private meetings between the Case Manager and the child, outside of the presence of the parent or foster parent/caretaker, must be specifically documented in the case recording narrative.

Forms

None

Collateral Documents

None

Standards

DCS Practice Model Standards – 6-509C

DCS Practice Model Standards – 6-513C

DCS Practice Model Standards – 7-200A

DCS Practice Model Standards – 12-102

DCS Practice Model Standards – 12-201

Glossary

<i>Term</i>	<i>Definition</i>
<i>Continuum-of-care Contract:</i>	A service-based system of care which allows the Contractor greater flexibility in designing services for the child/family, the ability to facilitate more rapid movement of the child through the service system, and the ability to “customize” the delivery of services to each child and family in the least restrictive and most cost-efficient manner.

This Is A Brian A. Policy And May Not Be Modified Without Prior Authorization